

The Supplier must fill out blocks 1 through 5A and 7 through 14B completely and accurately when requesting approval to ship non conforming product. The Supplier must fill out blocks 1 through 5A, 14A, 14B and 15 when requesting a change to the BAE Systems drawing/specification.

A separate SVR form must be filled out for each Part number, each PO Number. In other words you are allowed only one (1) part number and one (1) PO number per SVR. The completed SVR(s) must be forwarded to the appropriate BAE Systems Procurement Representative for program approval; SVR(s) to be submitted in word document file with electronic signatures.

**Note: Always download the latest revision of the Supplier Variation Request form from the Supplier Quality Assurance page found in the Electronic Systems Supplier Center by using this link provided.**  
[Supplier Quality Assurance | BAE Systems | United States](#)

**Note: Material not in compliance with drawing(s) or specification(s) shall not be shipped without prior BAE Systems approval.**

**SUPPLIERS: - (Reference form on next page)**

- Block 1** Enter date of request.
- Block 2** Enter complete BAE Systems part number.
- Block 3** Enter revision letter of the applicable part number.
- Block 4** Name or description of material (i.e. amplifier, TWT, housing, etc.).
- Block 5** Purchase Order or Subcontract Number.
- Block 5A** Line item number on Purchase Order
- Block 7** Order quantities as shown on Purchase Order or Subcontract.
- Block 8** Supplier's name, address, phone, and fax information
- Block 9** Quantity of units having this defect.
- Block 10** Enter S/N's if appropriate
- Block 11** Characteristics - parameter measured that is discrepant (i.e. VSWR, isolation, gain, etc.
- Block 12** Non conformance describes actual value that unit(s) is out of specification.
- Block 13** Supplier to enter why discrepant condition occurred and what measures have been taken to correct the cause of the problem and when is corrective effective (date, serial, or lot number)
- Block 14A** Printed name of Supplier Representative and title.
- Block 14B** Signature of Supplier Representative, use of electronic signature is preferred.
- Block 15** If supplier would like to request a drawing/specification change, complete this section.

**BAE SYSTEMS REPRESENTATIVE - (Reference form on next page)**

- Block 5B** Procurement to fill in Project Code associated with the Purchase Order.
- Block 6** Procurement to fill in Supplier Code number that appears on Purchase Order.
- Block 15** BAE Systems to indicate whether a drawing/specification change order will be processed for supplier requested change
- Block 16** Program PE to indicate if customer approval is required for the dispositioning of this document and to indicate final disposition. This information should be completed on the electronic NC.
- Block 17** Comment and/or condition of approval.
- Block 18** Authorizing PE representative signature and date (Electronic signature on TipQA acceptable)
- Block 19** Authorizing Engineering signature and date (Electronic signature on TipQA acceptable)
- Block 20** NCR number (same as TIPQA NCR Number)

**Block 21** Government/Customer representative signature and date if required (Electronic signature on TipQA acceptable)

**Block 22** Other signatures (Electronic signature on TipQA acceptable)

20. NCR #
1. Date (mm/dd/yy):
2. Part No.
3. Rev.

One (1) copy of the SVR Approved by BAE Systems, Performance Excellence Organization must accompany each product shipment with shipping record completed.

4. Part Name/Description
--------------------------

8. Supplier's Name, Address, Phone and Fax numbers
--

5. Purchase Order No.	5A. Line Item No.	5B. Project	7. Order Quantity:	6. Supplier Code No.
-----------------------	-------------------	-------------	--------------------	----------------------

14A. Printed name of Supplier Representative and title	14B. Signature of Supplier Representative
--	---

**Nonconformance Issue**  (check box if applicable)

9. Qty	10. Serial Numbers if appropriate	11. Characteristic	12. Non Conformance	16. Disposition (BAE Systems use only) <input type="checkbox"/> Customer Approval Required
				<b>PMR Dispositions</b> <input type="checkbox"/> Accept <input type="checkbox"/> Rework <input type="checkbox"/> Reject BAE Systems cannot use  <b>MRB Dispositions</b> <input type="checkbox"/> Repair per BAE Systems approved procedure <input type="checkbox"/> Use as is
				<b>PMR Dispositions</b> <input type="checkbox"/> Accept <input type="checkbox"/> Rework <input type="checkbox"/> Reject BAE Systems cannot use  <b>MRB Dispositions</b> <input type="checkbox"/> Repair per BAE Systems approved procedure <input type="checkbox"/> Use as is

				<p><b>PMR Dispositions</b>  <input type="checkbox"/> Accept <input type="checkbox"/> Rework  <input type="checkbox"/> Reject BAE Systems cannot use</p> <p><b>MRB Dispositions</b>  <input type="checkbox"/> Repair per BAE Systems approved procedure  <input type="checkbox"/> Use as is</p>
<p>13. Root Cause of the Nonconformance:</p> <p>Corrective/Preventive Action:</p> <p>C/A Effectivity Date/Lot #:</p>				
<p>15. Request for Drawing/Specification Change <input type="checkbox"/> (check box if applicable)                  Describe, Request for Change (Dwg/Spec):</p>				
<p>(BAE Systems use only Disposition for block 15)  <input type="checkbox"/> <b>BAE Systems will process change order</b>    <input type="checkbox"/> <b>BAE Systems will <u>not</u> process change order</b></p>				
<p>Notes: A. Supplier request for material review will be made only when it is assured that non conformance(s) are minor, not re-workable to drawing/specification, and will not interfere with the utility of the part.                  B. All preliminary dispositions are based on the assumption that the data is accurate and complete.                  C. Approval of this document is not acceptance of the item.</p>				
<p>17. Comments:</p>		<p>21. Gov't/Customer Representative; if required</p>		<p>Date (mm/dd/yy)</p>
		<p>19. Program Engineering</p>		<p>Date (mm/dd/yy)</p>
		<p>18. Performance Excellence</p>		<p>Date (mm/dd/yy)</p>
		<p>22. Other</p>		<p>Date (mm/dd/yy)</p>
		<p>22. Other</p>		<p>Date (mm/dd/yy)</p>

**Definition of Dispositions:**

**Accept** – After evaluation, the material is found to conform to all defined requirements.

**Reject** – BAE Systems cannot use the non-conforming product.

**Repair** – Part does not meet the print. A procedure which reduces, but does not eliminate a nonconformance, (which has been reviewed and concurred with by the MRB) and is approved by the customer when required by contract. The repair procedure must accompany this document.

**Rework** – Part does meet the print. A procedure applied to a nonconformance that will completely eliminate the nonconformance, and result in a characteristic that conforms completely to the drawing, specification or contractual requirement.

**Use as is** – A disposition of material, with one or more nonconformances, determined by MRB to be usable for its intended purpose in its existing condition, and approved by the customer when required by contract.

**BAE Systems will process change order-** BAE Systems has accepted the supplier's recommended change and a change order will be processed. The ECO or ERA number should be entered in the comments field.

**BAE Systems will not process change order-** BAE Systems cannot accept the supplier recommended change. The supplier must submit the product in accordance with the drawing/specification.